

U. S. Department of Education

VACANCY ANNOUNCEMENT

CAREER INTERN POSITION

Excepted Service Position

Employing Office: Office of Elementary and Secondary Education,
Washington, DC 20202

Announcement Number: OESE-2010-CIP-0009

Position Title: EDUCATION PROGRAM SPECIALIST

Opening Date: 02-01-2010 **Closing Date:** 03-01-2010

Series & Grade: GS-1720-09

Salary Range: \$51,630.00 - \$67,114.00

Promotion Potential: GS-12

Duty Location: Washington, DC

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to federal careers. Individuals selected will participate in a *2-year formal training program* in the excepted service with job assignments designed to develop competencies appropriate to the agency's mission and needs. Upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

AREA OF CONSIDERATION: ALL RECRUITING SOURCES. Applications will only be accepted from U.S. Citizens.

Work Schedule: Full-Time

Number of Positions: More than one position may be filled from this announcement

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE OPENING DATE OF THIS ANNOUNCEMENT SHOULD VACANCIES OCCUR.

DUTIES: This advanced *trainee position* performs analytical assignments related to the effectiveness of programs and/or the efficiency of the management of operations. More specifically, the trainee will: Manage projects, which may include developing a tentative project plan with action items and proposed timelines, and implementing some or all the project plan. Conduct basic analyses, including researching and compiling information, organizing and prioritizing that information, and presenting key information or findings. Develop strong drafts of various written products that present the information in a clear, accurate, cohesive and well-organized manner. Develop expertise in regulations and directives as well as the organization's specific mission, programs and directives to understand their impact. Regularly brief managers regarding the status of work projects, both orally and in writing, and provide tentative recommendations regarding how to improve the quality and efficiency of program operations.

QUALIFICATIONS REQUIREMENTS

Basic Requirements:

- A. Degree that included or was supplemented by at least 24 semester hours of coursework in a field related to the work of the position to be filled (as presented in the description of duties), of which at least 9 semester hours were in education courses. **OR**
- B. Four (4) years of experience that demonstrated a thorough understanding of the principles and practices of the work in the education program specialist series. This experience must have been of such character and diversity to demonstrate that the applicant possesses an understanding of the field comparable to that acquired through completion of a degree from an accredited college or university. **OR**
- C. Combination of education and experience - (including at least 24 semester hours in a field related to the work of the position to be filled, of which at least 9 hours must have been in education courses.) **OR**
- D. At least one (1) full academic year of professional teaching experience. This experience is defined as full and primary responsibility, under general supervision, for instruction of assigned students in an accredited school or institution. This includes responsibility for preparing and presenting lessons and for evaluating students' progress, including a determination of the students' progress, including a determination of the students' success or failure according to established criteria. Serving in an assistant capacity to a professor without the authority to determine the students' success or failure to meet course requirements does not meet this criterion.

GS-9

SPECIALIZED EXPERIENCE: 52 weeks of specialized experience equivalent to GS-7 in the Federal government (Examples of such experience include reviewing proposals under the direction and oversight of senior staff; obtaining information for proposal or contract review panels; reading state education plans to compile information about education programs; reviewing and analyzing education policies, regulations, and procedures; and performing data analysis to support a study or program), **OR**

Combination of education and experience.

SUBSTITUTION OF SPECIALIZED EXPERIENCE: Two years of graduate education leading to a master's degree.

For additional information on qualifications for administrative positions, you may visit <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>.

VETERANS PREFERENCE: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your application. Your veterans' preference

entitlement will be verified by the employing agency. If you believe you are entitled to veterans' preference, it is critical that you read the information provided in the link below.

<http://www.ed.gov/about/jobs/open/edhires/veteligibility.html>

SELECTIVE SERVICE: Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

HOW TO APPLY FOR THIS POSITION: APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you need in the future.

All applicants must submit the following data: (failure to include all applicable items will result in not being considered for this position).

1. Resume, which includes name, address, day and evening telephone numbers, and email address.
2. A statement of United States Citizenship (Only U.S. Citizens are eligible to apply for this position).
3. DD 214, if claiming Veterans Preference, if applicable
4. A supplemental statement addressing how you meet the qualifications requirements in terms of your experience and education; if you qualify based on education, provide a transcript.
5. The vacancy announcement number and position title you are applying for must be recorded on your resume submitted.

SUBMIT RESUME and SUPPLEMENTAL DOCUMENTS TO:

- *Email to:* studenthires@ed.gov, and Subject Vacancy number OESE-2010-CIP-0009
OR,
- *Fax to:* Linda Little, fax#(202) 401-0520, Subject number OESE-2010-CIP-0009

For questions regarding this position please contact: Linda Little (202) 401-3609.

RELOCATION EXPENSES WILL NOT BE PAID.

BENEFITS: The Department of Education offers a comprehensive benefits package including paid vacation and sick leave, federal holidays, health and life insurance, and participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP). Click on <http://www.usajobs.opm.gov/ei61.asp> to find out more about federal benefits.

WHY WORK AT ED? The U.S. Department of Education (ED) is a great place to work. For more detailed information regarding our various work sites, please click on the link below:
<http://www.ed.gov/about/jobs/open/edhires/ed-locations.html>

As an ED employee, you will benefit from our family-friendly work environment. As part of our commitment to maintain a productive balance between work and home, we offer excused leave

for Parent/Teacher Conferences (4 hours); excused leave for annual health screenings (4 hours); and matching leave for community volunteer service. Other incentives such as Telecommuting and Alternative Work Schedules also may be available to you.

ED offers positions that are fair and competitive in compensation; developmental opportunities to promote teamwork, and goal-oriented projects to enrich your federal career.

REASONABLE ACCOMMODATION: THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

EEO STATEMENT: ALL APPLICATIONS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, POLITICAL AFFILIATION, UNION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, NON-DISQUALIFYING PHYSICAL HANDICAP, OR ANY OTHER NON-MERIT REASON. THE UNITED STATES DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.